

Employee Transportation Coordinator Training

City of Tukwila CTR Program



What is CTR?

In 1991, the Washington State Legislature passed the Commute Trip Reduction (CTR) Law. CTR Law requires employers to work with employees to reduce the number and length of drive-alone commute trips.

Who is affected?

If your worksite has 100+ employees arriving at work between the hours of 6am and 9am, your company may be affected. Additionally, some sites are affected by the city's [CTR ordinance](#) as a condition of a City permit.



Requirements for Employers

- Designate an **Employee Transportation Coordinator**
- Develop a **CTR Program** that helps employees reduce drive-alone commute trips
- Administer an employee [Survey](#) every two years
- Submit a [Program Report](#) every two years
- **Inform employees** of commuter benefits at least once a year



CTR Survey

Every other year, employers conduct an employee commute survey of employees to measure progress toward CTR goals.



Directions

- All questions refer to work for this employer only.
- Use a No. 2 pencil.
- Fill in the circles completely.
- Erase cleanly any marks you wish to change.
- Do not make any stray marks on the form.

1. Which of the following best describes your employment status?

- ☐ Full-time (35 hours or more each week)
- ☐ Part-time (20 to 34 hours each week)
- ☐ Part-time (less than 20 hours each week)

2. What days do you typically begin work between 6 and 9 a.m.? (Mark all that apply)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ Never

3. ONE WAY, how many miles do you commute from home TO your usual work location?

- DO NOT use roundtrip or weekly distance.
- Include miles for errands or stops made daily on the way to work.
- If you telework, report the miles from your residence to your work location.
- Round off the distance traveled to the nearest miles.
- Write numbers in the boxes and fill in the corresponding circles.

0	1	2
3	4	5
6	7	8
9	0	1
2	3	4
5	6	7
8	9	0
1	2	3
4	5	6
7	8	9
0	1	2
3	4	5
6	7	8
9	0	1

State of Washington Employee Questionnaire

4. Last week, what type of transportation did you use each day to commute TO your usual work location?

- If you used more than one type, fill in the type used for the LONGEST DISTANCE.
- Fill in ONLY ONE type of transportation per day.
- Fill in "Carpooled" only if at least one other person age 16 or older was in the vehicle.
- Fill in "Teleworked" if you eliminated a commute trip by working at a location less than half the distance from your usual work location.
- If you teleworked part of the day then went to your usual work location, fill in how you got to your usual work location.

M	T	W	Th	F	Sa	Su	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Drive Alone
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Carpooled (2 or more people)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vanpooled
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rode a motorcycle
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rode a bus
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rode a train/light rail/streetcar
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rode a bicycle
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Walked
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teleworked
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Compressed workweek day off
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Overnight business trip
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Did not work (day off, sick, etc.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Boarded Ferry with car/van/bus
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Boarded ferry as walk-on passenger
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other:

5. If you carpooled or vanpooled as part of your commute, or if you rode a motorcycle, how many people (age 16 or older) were usually in the vehicle including yourself?

- ☐ One person
- ☐ Two people
- ☐ Three people
- ☐ Four people
- ☐ Five people
- ☐ Six people
- ☐ Seven people
- ☐ Eight people
- ☐ Nine people
- ☐ Ten people
- ☐ Eleven people
- ☐ Twelve people
- ☐ Thirteen people
- ☐ Fourteen people
- ☐ Fifteen or more people

6. What is your home zip code? (Write numbers in the boxes and fill in the corresponding circles.)

0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9
0	1	2	3	4
5	6	7	8	9

Planning Your CTR Survey

Tukwila businesses are scheduled to survey their employees in odd-numbered years during the spring. You will be given the option to select the week in which to conduct your survey.

Best practices:

- Don't survey before or after a holiday
- Allow at least two weeks to prepare before beginning your survey

Survey Methods – 2 Options

ELECTRONIC

- Saves time and paper
- Easy for employees to complete when they have time
- Option to add your own supplemental questions

PAPER

- Good for employees without email or computer access
- You are responsible for distributing and collecting surveys
- It is best to administer the survey at an event or company meeting to make sure they get turned in

Conducting Your Survey

- Buy-in from all levels of the organization is important. A message from your executive management team can be effective in encouraging your staff.
- Promote the survey via posters, flyers, intranet announcements, and team meetings so that your employees are prepared to complete the survey by the deadline.
- Some worksites find incentives such as small gift cards or food to be effective in motivating survey completion.
- More info & FAQ: [WSDOT CTR – Surveying Employees Commute Behavior](#)

Program Report

Every other year, employers fill out a questionnaire that asks about the strategies and program elements your organization uses to promote sustainable commute options to employees, such as transportation benefits. The CTR Tool uses the information to produce a PDF report.



Employer Annual Report & Program Description

Washington State's Commute Trip Reduction (CTR) law requires employers to implement programs that encourage alternatives to drive-alone commuting to their worksites. Reducing commute trips helps improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels.

Employers affected by the CTR law must submit an *Employer Annual Report & Program Description* form for each affected worksite. The information is used by your jurisdiction and the Washington State Department of Transportation (WSDOT) to help develop and maintain effective CTR programs.

Please complete the following report as carefully and completely as you can. Specific instructions are included in sections requiring detailed answers. If you would like to provide more information about your CTR program, attach additional pages with your comments.

If, after filing the report for this reporting period, your organization is unable to completely implement its CTR program, contact your local jurisdiction to amend your program. If you have any questions on how to fill out this form, please call the CTR representative in your local jurisdiction.

This MS Word form can be downloaded from the CTR web site under "CTR Tools," which is located at <http://www.wsdot.wa.gov/pubtran/tripreduction/tools.cfm>.

Worksite Description

Date Submitted (Mo/Yr):	<input type="text"/>		
		1	worksite CTR ID number (if known)
		2	organization name
		3	worksite/branch
		4	worksite physical address
5	city	6	state
		7	zip code
8	ETC name	9	title
		10	phone
11	ETC mailing address (if different from above)	12	e-mail address
		13	fax
14	program manager name (if different from ETC's)	15	title
		16	phone
17	program manager address (if different from above)	18	e-mail address

Employee Information

19	Total number of employees:	20	Total number of CTR-affected employees:
21	Is your CTR program offered to all employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22	Is your CTR program subject to collective bargaining?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23	Does this worksite have multiple shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe: <input type="text"/>			

Program Report Basics

- Employers report on programs *currently* in place to encourage *alternatives* to drive-alone commuting to their worksites
- Program Reports are reviewed for their completeness, inclusion of mandatory program elements, and the likelihood the program will result in trip reduction.
- Program reports are due on even years in the spring. Your CTR representative will notify you when the report is due.
- More info & FAQ: [WSDOT CTR Employer Report and Program Description](#)

CTR Program Tools

- CTR Program Tools website: ctrsurvey.org/admin
- Your CTR representative can provide your login information
- This tool is for administering the employee survey *and* for filling out the Program Report



CTR Documents & Resources

Please familiarize yourself with Tukwila's CTR Ordinance 2201 and the requirements listed in section 9.44.060 Requirements for Employers (p.6) - [City of Tukwila CTR Ordinance #2201](#)

- [City of Tukwila Website - TDM for Employers](#)
- [RCW 70.94.521, State CTR Law](#)
- [WSDOT CTR Overview](#)

Questions? Please contact us.

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